

~~SECRET~~

OSA 1418-64

16 March 1964

MEMORANDUM FOR: Chief, Control Center, OSA
Chief, Automations Staff, OSA
Chief, COMMO Division, OSA
Chief, Materiel Division, OSA
Chief, IDEALIST Division, OSA
Chief, OXCART Division, OSA
Chief, Intelligence Division, OSA
Chief, Weather Staff, OSA

SUBJECT: Personnel Reporting

1. There have been instances where I have attempted to contact certain individuals within this component and found them to be absent for one reason or another. I should like to be kept informed as to the duty status of personnel with whom I work closely.

2. Request each addressee prepare a hand-written report informing me of the absentees within their Division. These reports will be hand-carried so as to arrive not later than 0830 daily. Negative replies may be telephoned.

25X1A



Lt. Colonel USAF
Deputy for Field Activities, OSA

25X1A

D/FA/OS [Redacted] fh (13 Mar 64)

Distribution:

- 1 - CC/OSA
- 1 - AS/OSA
- 1 - COMMO/OSA
- 1 - MD/OSA
- 1 - IDEA/OSA
- 1 - OXC/OSA
- 1 - ID/OSA
- 1 - WS/OSA
- 1 - D/FA/OSA
- 1 - RB/OSA
- 1 - Hold Back

DOCUMENT NO.
NO. 1418-64
☒ WELSH/STAG
DATE 30/11/81 REVIEWER: 064540

~~SECRET~~